

# Welcome & Introductions

**Port of Seattle Diversity In Contracting  
&  
Office of Minority and Women's Business Enterprises  
Summer Certification Workshop  
“Get Certified”  
06/28/2023**



## **Welcome Introductions**

## **Port of Seattle Diversity In Contracting**

## **OMWBE Certification Workshop**

- **Office of Minority Women Business Enterprise (OMWBE 101)**
  - **Benefits of Certification**
- **Office of Minority Women Business Enterprise (OMWBE 201)**
  - **Review the Application process and Q & A**

**Lisa Phair, Port of Seattle Disadvantaged Business Enterprise Manager**

**Curtis Bennett, OMWBE Assistant Director of Business Development**

**Nereida Avendano, OMWBE Certification Analyst**

**The objective of this workshop is to educate small minority businesses about the importance of becoming a certified firm and provide assistance with the certification application process.**

- Increase DBE/WMBE/ACDBE Certifications within the Port of Seattle
- Engage and Educate small minority businesses about Federal & State certifications

# Diversity in Contracting

**Lisa Phair**

**DBE Program Manager**

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## Purpose

Advance equity and address contracting disparities by increasing the utilization of Women Minority Business Enterprises and other disadvantaged firms

## 5-year WMBE Benchmarks

- ❑ Triple the number of WMBE firms doing business with the Port
- ❑ Increase to 15% the amount of spend on WMBE contracts within 5 years

The DBE Program is part of Diversity in Contracting but is distinct from WMBE Program

# Diversity In Contracting Programs Overview

## Women and Minority Business Enterprise (WMBE) Program

**Contract Goal Type:** Aspirational WMBE

**Prime Requirements:**

Inclusion Plans

Affirmative Efforts

Contract Compliance

**Contract Types:**

Architecture and Engineering

Construction

Good and Services

**Dollar Value:** Above \$199K or  
when subcontracting is available

**Certification:** Self Identified or Certified

## Disadvantaged Business Enterprise (DBE) Program

**Contract Goal Type:** Mandatory DBE

**Prime Requirements:**

Good Faith Efforts

Contract Compliance

**Contract Types:**

Architecture and Engineering

Construction

**Dollar Value:** Over \$1 Million Airport/Airfield Focused

**Certification:** Certified DBE at time of bid

In January 2018, the Port of Seattle Commission passed the Diversity in Contracting Policy Directive ([Resolution 3737](#)) with the purpose of increasing the participation of women and minority business enterprises (WMBE) in the Port's contracting for public works, consulting services, supplies, material, equipment, and other services. This directive works to identify affirmative efforts to afford WMBE enterprises the opportunity to meaningfully participate in Port of Seattle contracts. To support this effort, the Port of Seattle has established the following:

- Executive level accountability
- Port-wide goal setting and reporting processes, requiring annual goals and performance targets
- Enhanced compliance and tracking of key performance objectives, and more

## **Goals and Five-Year Benchmarks**

- Triple the number of WMBE firms doing business with the Port
- Increase to 15% the amount the Port spends on WMBE contracts

# WMBE Attainment 2016-2022

| WMBE Utilization    | 2016  | 2017  | 2018<br>(Program<br>Start) | 2019  | 2020   | 2021  | 2022  |
|---------------------|-------|-------|----------------------------|-------|--------|-------|-------|
| Percent Utilization | 5.30% | 8.80% | 8.90%                      | 10.0% | 10.90% | 12.1% | 12.6% |
| Number of Firms     | 118   | 200   | 258                        | 296   | 318    | 344   | 351   |

- What is the Program?
  - Federal program applicable to projects with federal funding
  - Purpose: Ensure DBEs have equal opportunity to compete for contracts, subcontracts, and agreements in the award and administration of contracts.
  - Other agencies with DBE programs
    - WSDOT
    - Sound Transit
- What is a DBE?
  - For-profit small business (<\$30.4M)
  - At least 51% owned by socially and economically disadvantaged individual(s) (personal networth <\$1.32M)
- Who provides certification?
  - Contact the Office of Minority and Women Business Enterprises (OMWBE) to get certified

# DBE Attainment 2022 & 2023 Goals

- 2022 DBE Attainment
  - **Over \$3.4M** paid to DBE firms in 2022
  - **11.76%** of DBE projects spend for work performed on FAA-funded Port projects
- 2023 DBE Goals
  1. Increase DBE Participation on FAA-funded Port projects
  2. Conduct informational sessions for upcoming DBE projects including Job Order Contract and Small Works projects
  3. Collaborate with state and local transportation agencies to increase technical assistance training for DBEs
  4. “Get certified” events with OMWBE

# How to do Business

## **Register in Vendor Connect:**

The Port's Procurement & Contracts information database. VendorConnect allows firms interested in doing business with us to access a one-stop resource portal for our contracting opportunities. External users have the ability to:

- Reach Port buyers and Procurement Specialist
- Receive emails about Port events and business opportunities
- View the contracting event calendar
- Market their business to Port staff and external businesses, including primes seeking subcontractors to partner with on upcoming contracts.

**Visit us at <https://www.portseattle.org/business/bid-opportunities>**

# How to get involved

## Step 1 - Register on Vendor Connect

- ✓ Planholders identify subcontractors
- ✓ Subcontractors reach out to planholders
- ✓ Attend pre-bid meeting
- ✓ Review future contract opportunities

The screenshot displays the Port of Seattle VendorConnect website. The main heading is "View Current Bid Opportunities (VendorConnect)". Below this, there is a yellow banner with a warning icon and the text "Port Contractor/Consultant Vaccine Requirement" with a "More Information" link. A red circle highlights the "View/Register for Current Bid Opps VendorConnect" button in the right-hand sidebar. A red arrow points from this button to a separate document titled "Guide to Registering on VendorConnect".

**Guide to Registering on VendorConnect**

VendorConnect is the Port of Seattle's procurement and contract information database. With VendorConnect you can:

- Access a one-stop resource for construction projects, consulting services, and goods and services
- Reach Port buyers and procurement specialists
- Receive emails about Port events and business opportunities
- Search vendors and view the event calendar
- Learn current and future purchasing strategies
- Market your business to Port staff and external businesses, including primes seeking businesses to partner with on upcoming contracts

**Follow the steps below to register on VendorConnect!**

**VendorConnect**

Welcome to the Port of Seattle VendorConnect

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

**It's a 2-way  
Communication Road**

## Welcome to the Port of Seattle VendorConnect

**Due to the everchanging COVID-19 situation and the healthcare professional and state guidance provided, all public gatherings, such as pre-bid meetings and bid openings will be held virtually. This information will be provided in more detail as it applies to the particular requirement and interested vendors should monitor VendorConnect closely for changes.**

Port of Seattle VendorConnect provides procurement and contract information for construction, consulting, and goods and services. This is also the one stop location for registering to be on the following rosters: small works (construction less than \$300,000), consulting services, and goods and services.

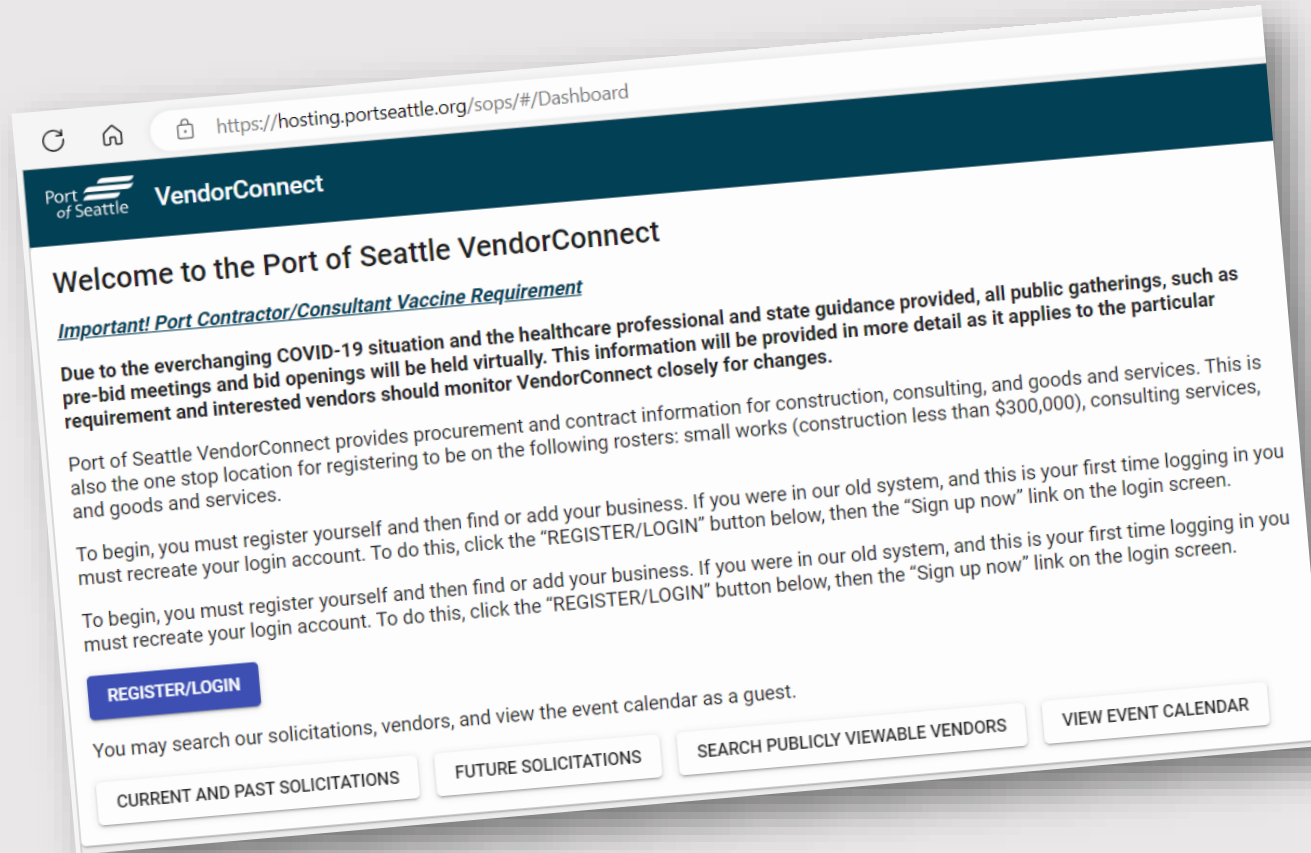
To begin, you must register yourself and then find or add your business. If you were in our old system, and this is your first time logging in you must recreate your login account. To do this, click the "REGISTER/LOGIN" button below, then the "Sign up now" link on the login screen.

[REGISTER/LOGIN](#)

You may search our solicitations, vendors, and view the event calendar as a guest.

[CURRENT AND PAST SOLICITATIONS](#)
[FUTURE SOLICITATIONS](#)
[SEARCH PUBLICLY VIEWABLE VENDORS](#)
[VIEW EVENT CALENDAR](#)

# Small Works Roster



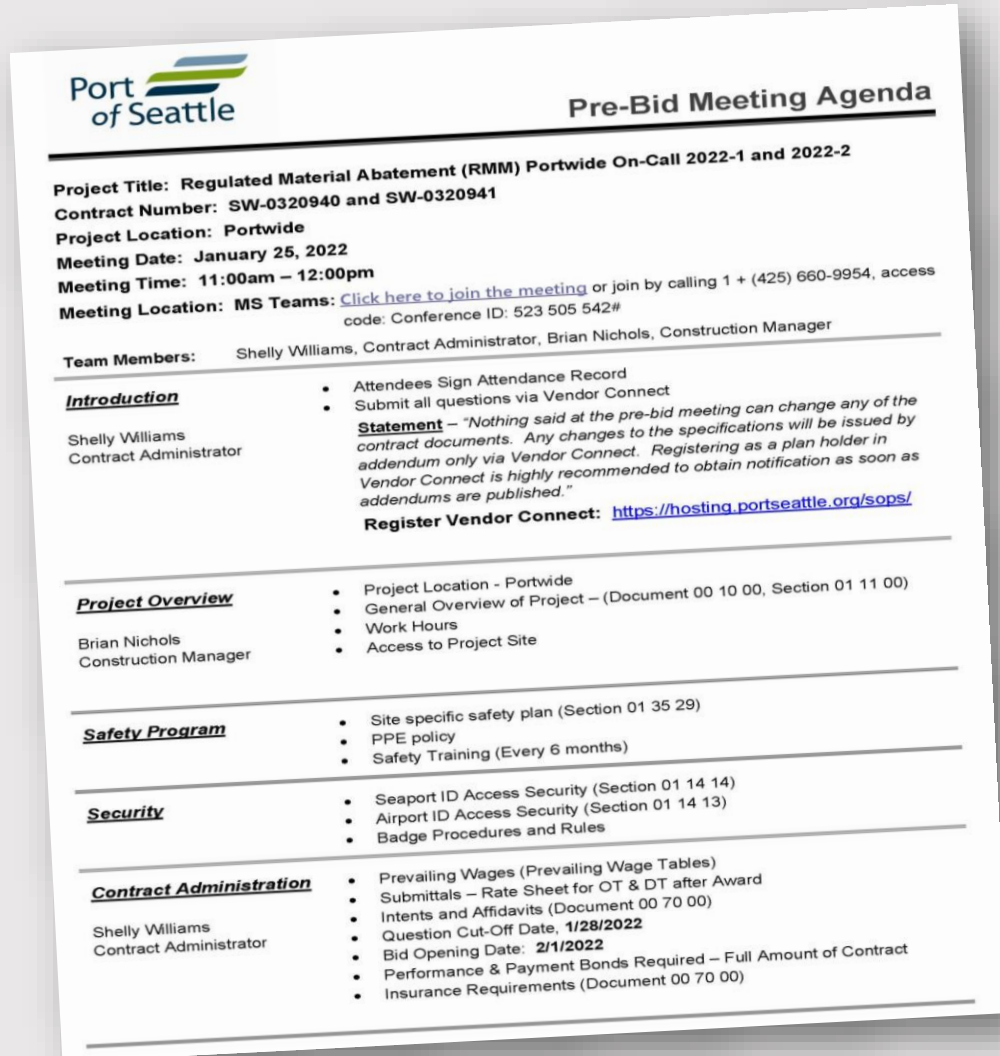
## What you need to register:

1. Valid email address
2. Federal Tax ID # or EIN #
3. UBI #
4. NAICS code

Then, select the Small Works Roster in order to be notified of future construction bid opportunities in the NAICS codes you registered under.

The Port will activate your account within one to two business days.

# Attend a Pre-Bid Meeting



## What you will Learn:

- General Overview of Project
- Construction & Environmental Requirements
- Tenant Requirements
- Safety and Security Requirements
- WMBE Affirmative Efforts
- Procurement Schedule
- Apprenticeship Programs

# POS Significant Future Procurements

| CONSTRUCTION OPPORTUNITIES                        |         | DESIGN OPPORTUNITIES  |  |
|---|---------|---|--|
| S. 188th Street Tunnel Improvements               | Q3 2023 | Air Cargo Road Phase 2  |  |
| SURFACE AREA MANAGEMENT                           | Q3 2023 | Utility Meter Networking  |  |
| Telecommunications Meet Me Room - Fiber           | Q3 2023 | IWTP (Industrial Wastewater Treatment Plant) Expansion - Design |  |
| DA and Condensate Tank                            | Q4 2023 | Parking Garage Rehabilitation                                   |  |
| Sound Insulation Program - Apartments Phase II    | Q4 2023 | Parking Garage Roof Drainage                                    |  |
| 2024 Airfield Projects – Contract #1              | Q4 2023 | Parking Garage Fire System Enhancements                         |  |
| Places of Worship Noise Program                   | Q4 2023 | 400HZ Replacement at Concourse C & D - Design                   |  |
| PORT SHARED- USE LOUNGE CONCOURSE A (CLUB AT SEA) | Q1 2024 | Main Terminal Improvements Program Project Definition Support   |  |
| 2024 Airfield Projects – Contract #2, #3 & #4     | Q1 2024 | Bagwell Camera Project - Design                                 |  |
| 2025 Airfield Projects                            | Q4 2024 | Concourse A Generator Controls - Design                         |  |
| MAIN TERMINAL IMPROVEMENTS - Construction         | Q3 2024 | Fast Fleet EV Charging - Design                                 |  |
| Construction Logistic Site Expansion              | Q1 2025 |   |  |
| Single Piers on Concourse D                       | Q4 2025 |   |  |
| Utility Meter Networking                          | Q4 2025 |   |  |

2024 Reconstruct Taxilane W at CC B  
**8% DBE Goal**

2024 Apartment Sound Insulation  
**7% DBE Goal**

2025 Reconstruct Apron CC & Rehabilitate Taxilanes  
**8% DBE Goal**

2025 Apartment Insulation  
**7% DBE Goal**

**Register and view upcoming opportunities on VendorConnect**



# CERTIFICATION 101

# ABOUT US

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**Curtis Bennett**

**Assistant Director of Business Development**

**Nereida Avendano**

**Certification Analyst**





## OMWBE Purpose

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To be a vital and trusted resource for businesses owned by minorities, women and other under-represented communities to gain access, visibility, and contracting opportunities in procurement.

We work to promote equity in how Washington State spends its resources in the private sector by eliminating barriers to equitable participation in public spending and contracting.

# CORE Services

## Certification

- Certify minority and women owned businesses.
- Maintain a directory so state agencies, primes, and educational institutions can find firms to work with.
- State: 2,589
- Federal: 1,598

## Supplier Diversity

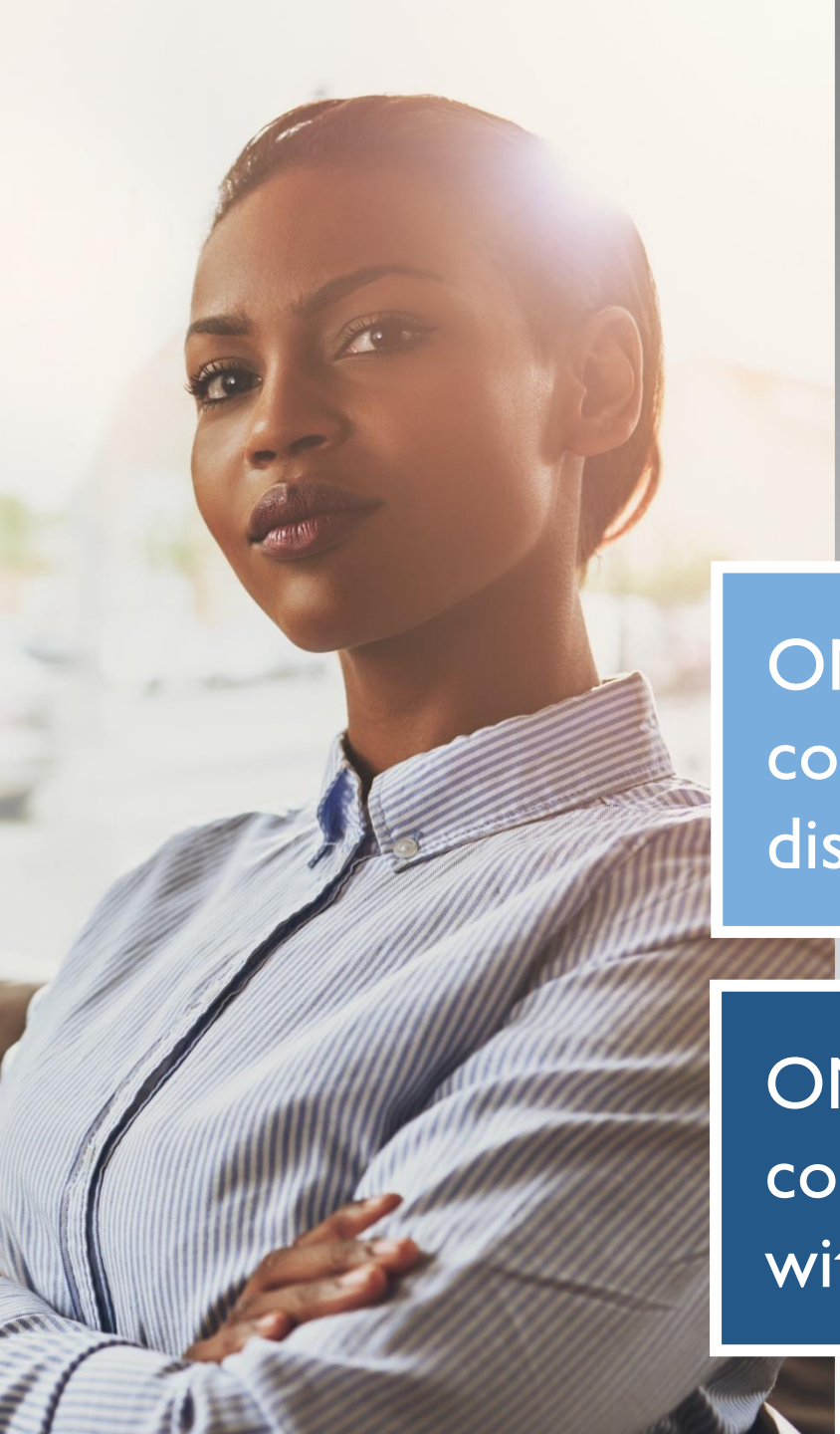
- Report the annual spend with certified firms. Posted on our website.
- Meet with 63 state agencies, 8 higher educational institutions, and 22 prime contractors on their inclusions plans and best practices.

## Linked Deposit Loan Program

- Access to capital program for state certified firms.
- Reduced interest rates on qualifying loans by up to 2%.
- \$175 million available and 13 participating lenders.

## Governor's Subcabinet on Business

- Seeks statewide, big-picture solutions that are long-term and sustainable.
- Support and educate on how to improve contracting with certified firms and how to tailor efforts to be inclusive.



# WHAT IS Certification?

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OMWBE certifies small businesses that are owned & controlled by minorities, women, and other disadvantaged individuals.

OMWBE certifies businesses in order to increase contracting opportunities for the certified businesses with state and local contracts.

# Why Get Certified?



Your firm anticipates working with state agencies, local governments, school districts, and public universities.

Federally-funded transportation projects have mandatory goals for participation of certified firms.

State agencies and colleges have supplier diversity goals.

Some private companies also use OMWBE's certified firms to fulfill their supplier diversity goals.



# CERTIFICATION

## Eligibility

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- ✓ **Group Membership**
  - ✓ **Ownership**
  - ✓ **Business Size**
  - ✓ **Control**



# CERTIFICATION

## Eligibility

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### BUSINESS

- Business is for-profit
- Gross receipts under \$30.4 million (3 yr. average)
- Licensed to do business in Washington State

### OWNER OF BUSINESS

- Woman or minority owned
- At least 51% ownership
- Show financial investment of capital or expertise
- Need to have knowledge/experience in the field seeking certification in
- Both legal and control over the business
- Independently perform the services
- Personal Net Worth of owner is under \$1.32 million

# CERTIFICATION Types



## FEDERAL CERTIFICATION

- ✓ Disadvantaged Business Enterprise (DBE)
- ✓ Airport Concession Disadvantaged Business Enterprise (ACDBE)
- ✓ Small Business Enterprise (SBE)

## STATE CERTIFICATION

- ✓ Minority Business Enterprise (MBE)
- ✓ Minority Woman Business Enterprise (MWBE)
- ✓ Woman Business Enterprise (WBE)
- ✓ Combination Business Enterprise (CBE)
- ✓ Socially and Economically Disadvantaged Business Enterprise (SEDBE)



# TYPES OF Documents

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**Affidavit of Certification**

**Personal (3 years) and Business Taxes (5 Years)**

**Personal Net Worth Statement**

**Business Formation and Operating Documents**

**Resume(s)**

**Proof of Initial Investment**

**List of Equipment**

# Application Process Time

**UP TO  
60 DAYS FOR  
STATE  
CERTIFICATION**

**UP TO  
90 DAYS FOR  
FEDERAL  
CERTIFICATION**

\*Federal Certification Requires and  
Onsite Visit

# Benefits

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- **Increase visibility to contract managers at state agencies and institutions of higher education**
- **Listed on OMWBE's public directory**
- **Small Business Assistance support services to navigate certification**
- **Use OMWBE logo on their business website**
- **Linked Deposit Program**
- **GROW YOUR BUSINESS!**



# APPLICATION FEES



- ✓ **DBE or ACDBE Application**
  - \$25 for all structure types
- ✓ **State Certification (MBE, MWBE, WBE, CBE, or SEDBE)**
  - \$50 for a Sole Proprietor
  - \$75 for a Partnership
  - \$100 for an LLC
  - \$100 for a Corporation
- ✓ **If applying for DBE or ACDBE and state certification at the same time, the total fee is \$25 for both**



# CERTIFICATION Application

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## Where do I start my certification application?

### CREATE AN ACCOUNT ON THE CERTIFICATION PORTAL

- Visit [omwbe.diversitycompliance.com](https://omwbe.diversitycompliance.com)
- “Apply For / Renew Certification” | “Create Account”

### ONLINE APPLICATION

- Choose State or Federal. Start a federal application if you want both state and federal certifications.

### COMPLETE ONLINE APPLICATION AND UPLOAD DOCUMENTS



# Q & A

# Thank You!

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## Certification Application Questions

Email: [TechnicalAssistance@omwbe.wa.gov](mailto:TechnicalAssistance@omwbe.wa.gov)

Phone: (360) 644-9750

### Office of Minority & Women's Business Enterprises

1110 Capitol Way S #150, Olympia, WA 98501

Phone: (360) 664-9750 | [omwbe.wa.gov](http://omwbe.wa.gov)

